

## **Applicant Appeals Policy**

### **Aims and Values**

Basingstoke Alliance SCITT is committed to ensuring that all Applicants are treated fairly and with consideration. We recognise that we have a responsibility to ensure high and consistent standards in our role as a Training Provider. We recognise the right of the Applicant to appeal against a decision that has been made by the Selection Panel.

### **Leadership and Management**

**Basingstoke Alliance SCITT Executive Board** is responsible for:

- Appointing an Appeals Committee which consists of senior staff who were not on the original selection panel
- Ensuring that the policy is working in practice
- Monitoring the success of the policy
- Identifying any failures of the policy
- Addressing and resolving any failures of the policy
- Benchmarking qualitative judgments against other providers

**The Appeals Committee** is responsible for:

- Implementing Appeal procedures
- Presenting evidence and recommendations to the BASCITT Executive Board

**BASCITT Programme Manager** is responsible for:

- Ensuring that the Applicants are aware of the procedures by placing the policy on the website
- Presenting evidence as required by the Applicant Appeals Committee

### **Procedures**

Applicants have the right to appeal if the judgment has been made that they have been unsuccessful in gaining a place on the BASCITT programme.

Any appeal will be dealt with in a professional manner.

Applicants who wish to appeal against any judgement made should write to the BASCITT Programme Manager within fifteen working days of receiving the judgment.

The BASCITT Programme Manager will inform the Executive Board and an Applicant Appeals Committee will be appointed. No member of the original interview panel or those with prior knowledge of the candidate will be on the Appeals Committee

The Applicant Appeals Committee will consider all documented evidence. They will then decide whether or not to uphold the decision. This decision is final.

The decision of the Applicant Appeals Committee will be reported to The BASCITT Programme Manager.

The Applicant will be informed in writing of the outcome by the Programme Manager.

If the Applicant's Appeal is upheld, the Applicant will be given full support from the BASCITT programme to achieve QTS. External funding could not be guaranteed under these circumstances. Consideration may have to be given to a deferred place if all places have been allocated and offers accepted.

## **Monitoring**

**The Management Board** will monitor the implementation of the policy by:

- Ensuring the policy is available on the website
- Ensuring the Appeals Committee have followed the correct procedures following an appeal

## **Training and Development**

The Executive Board will direct the Recruitment & Selection Committee to address and propose solutions to any issues arising from failure in policy and procedures.

## **Publishing Policy**

This Policy will be made available to all Applicants on request and is available on the website.

## **Review Date for the Policy**

This Policy will be reviewed annually by the Recruitment & Selection Committee at their first meeting of the Autumn Term.

**For review: July 2015**